

STATE OF MICHIGAN



JOHN ENGLER, Governor

FAMILY INDEPENDENCE AGENCY

235 S GRAND AVE, PO BOX 30037, LANSING MI 48909

DOUGLAS E. HOWARD, Director

September 27, 2000

The Honorable Mark Jansen, Chair
House Subcommittee on Appropriations
1091 House Office Building
Lansing, MI 48909

Dear Representative Jansen:

Section 404 of 2000 Public Act No. 294 requires the Family Independence Agency to develop a plan based on recommendations from the Department of Civil Rights, Indian organizations such as the Michigan Urban Indian Consortium and the Inter-Tribal Council of Michigan to assure that Community Services Block Grant funds are equitably distributed. The plan must be developed by October 31, 2000 and delivered to the FIA House and Senate Appropriations Subcommittees.

Attached are two documents. The Guidelines and Instructions for Submitting Proposals for Community Service Block Grant Funding, was distributed to eligible tribal groups March 30, 2000, to solicit proposals for use of the identified Community Services Block Grant funds in FY2001. The second document summarizes the agencies and programs which will receive funding in FY2001.

If you have any questions about the attached material, please contact Shirley Nowakowski at 335-3588.

Sincerely,

A handwritten signature in cursive script that reads "Douglas E. Howard".

Douglas E. Howard

Enclosures

cc: Speaker Charles Perricone	Representative Lynne Martinez
Representative Laura Toy, Vice Chair	Representative Mickey Mortimer
Representative Hubert Price, Jr.	Louise Alderson
Minority Vice Chair	M. Freeman/Erin Black
Representative Hansen Clarke	Paul Reinhart, DMB
Representative Patricia Godchaux	Kelly Beeman
Representative Janet Kukuk	Jeff Sural

Summary of Community Services Block Grant Discretionary Contracts
Native Americans – FY2001

Michigan Indian Legal Services, Inc.

Amount: \$60,000

Project Name: Legal Services Impact Project

Goal: To gain federal reaffirmation of tribes so that they can provide jobs, employment, training, housing, health benefits, education and the tools needed to assert their rights under the ICWA, to assist newly recognized tribes so they will have the infrastructure necessary for economic development, to educate caseworkers, practitioners, judges and the American Indian community about ICWA, to provide representation in ICWA cases in state court proceedings, to assist low income individuals with their legal problems, and to provide assistance to Indian organizations in any way necessary to reduce the effects of poverty.

Service Location: Statewide

American Indian Health and Family Services of Southeastern Michigan, Inc.

Amount: \$60,000

Project Name: AIHFS Ambulatory Clinic Project

Goal: To expand existing levels of medical and dental services to meet the growing needs of Native American Communities, with increased medical coverage, dental care, medical clinic services and medical supplies for 300 clients at or below poverty level guidelines.

Service Location: Clinic located at 4880 Lawndale, Detroit, serving people statewide

South Eastern Michigan Indians, Inc.

Amount: \$15,748

Project Name: Service Improvement Equipment Project

Goal: To purchase computers, monitors, printers, Internet service, hire instructors to teach classes, purchase generators for Center in case of power outages. Project to service native peoples in SW Michigan to allow for better operations and added services for adults and children who now lack access of this type.

Service Location: Center Line, Michigan

Mackinac Band of Chippewa and Ottawa Indians, Inc.

Amount: \$15,748

Project Name: Tribal Enrollment Project

Goal: To further the petition of the Mackinac Band to become a federally acknowledged tribe, to develop a tribal enrollment ordinance to begin enrolling eligible tribal members as required by the BIA, and to strengthen the ability of the Mackinac Band to administer funds from all sources.

Service Location: Hessel, Michigan

Confederated Historic Tribes, Inc.

Amount: \$15,748

Project Name: Tribal Administrative Support & Development

Goal: To assist in supporting the administrative offices of CHTI, paying a portion of the salary of the director and staff persons working on the project. In addition, the project will strengthen emerging tribes organizational capacity, improve their abilities to clearly identify problems, design programs and develop funding skills to implement the programs.

Service Location: Lansing, Michigan, serving tribes statewide

Woodland Indian Community Center

Amount: \$15,748

Project Name: Native American Elder's Congregate Dining Program
Native American Children & Youth Tutoring

Goal: To establish a congregate dining program for 25 Native American Elders in Greater Lansing, to establish an after school and summer tutoring program for low income Native American youth and children, and to improve the low graduation rate for Native Americans in the Greater Lansing area.

Service Location: Lansing, Michigan

Keweenaw Bay Ojibwa Community College

Amount: \$15,748

Project Name: Recruiting Native Americans for Higher Education

Goal: To provide services to recipients of the Family Independence Agency in Baraga County to implement sustainable activities that will provide for the successful recruitment of Native American students in college. The duration of the project is 12 months to allow participants to fully explore post-secondary educational options.

Service Location: Baraga

**GUIDELINES AND INSTRUCTIONS
FOR
SUBMITTING PROPOSALS FOR
COMMUNITY SERVICE BLOCK GRANT
FUNDING**

**Michigan Department of Civil Rights
American Indian Affairs
Community Service Block Grants**

Fiscal year 2000-01

**Administered by the
MICHIGAN FAMILY INDEPENDENCE AGENCY
AND
MICHIGAN DEPARTMENT OF CIVIL RIGHTS
AMERICAN INDIAN AFFAIRS OFFICE
One Michigan Avenue Building, Ste. 803
120 N. Washington Square
Lansing, MI 48913
PHONE: 517-241-9377
FAX: 517-241-7520**

**DEADLINE FOR SUBMITTING PROPOSALS:
THURSDAY, JUNE 15, 2000 5:00 P.M.**

All proposals must be received by the American Indian Affairs Office,
One Michigan Avenue Building, Ste. 803,
120 N. Washington Square, Lansing, MI 48913
by 5:00 p.m., Thursday, June 15, 2000

FAXES are acceptable, followed by hard copies
Fax Number: (517) 241-7520 Phone Number: (517) 241-9377

I. CSBG PROGRAM DESCRIPTION:

The Community Services Block Grant (CSBG) program funding for American Indian activities is administered jointly by the Michigan Family Independence Agency (FIA) and the Michigan Department of Civil Rights (MDCR). This Request For Proposal (RFP) solicits participation of American Indian tribal groups and organizations in the use of CSBG funding to provide services to assist in the reduction of poverty, and in the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient. The following program elements apply to this program:

A. ELIGIBILITY:

Tribes and Indian organizations defined as federally recognized, historic tribes, or rural and urban Indian organizations are eligible to apply.

B. PURPOSE:

Projects should address the causes and effects of poverty in a specific community or region, or those areas of the community where poverty is a particularly acute problem. Projects having a long-term impact, beyond the duration of the grant, will receive favorable consideration. Projects which maximize resources by generating access to other funding will also receive favorable consideration. The MDCR will pay particular attention to the population served by the grant and the potential for duplication of services.

C. CSBG FUNDING GUIDELINES:

1. Funds must be used to:

- a. Provide services and activities having a measurable and potentially major impact on the causes and effects of poverty in the community or those areas of the community where poverty is a particularly acute problem.
- b. Provide activities designed to assist low-income participants to secure and retain meaningful employment; to attain an adequate education; to make better use of available income; to obtain and maintain adequate housing and a suitable living environment; to obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need of health services, nutritious food, housing, and employment-related assistance; to remove obstacles and solve problems which block the achievement of self-sufficiency; to

achieve greater participation in the affairs of the community; and to make more effective use of other programs related to the purposes of the CSBG Act.

2. Funds cannot be used for:

- a. Purchase or improvement of land or the purchase, construction, or permanent improvement of any building or other facility.
- b. Leasing of space and/or buildings not associated with a CSBG-allowable activity.
- c. Political activity such as:
 - 1) Any partisan or non-partisan activity or any political activity associated with a candidate or contending faction or group, in an election for public or party office;
 - 2) Any activities to provide voters and prospective voters with transportation to the polls or provide similar assistance in connection with any such election; or
 - 3) Any voter registration activity.

D. COMPLIANCE:

Proposals must comply with the regulations issued in the federal Community Services Block Grant Act, 42 U.S.C. 9901 as amended, and the regulations issued by the U.S. Department of Health and Human Services, 45 CFR Subtitle A Department of Health and Human Services Block Grant Regulations.

E. POVERTY INCOME GUIDELINES APPLICABILITY:

The population served must meet the poverty income eligibility guidelines for the CSBG program. The poverty income eligibility guidelines for the CSBG program will continue at 125 percent of the most recent poverty income criterion published in the Federal Register by the federal Department of Health and Human Services. See Attachments B and C.

F. REPORTING REQUIREMENTS:

Brief written quarterly reports will be required. These reports will be submitted to both the FIA and the MDCR. The quarterly reports, due fifteen days after the close of each calendar quarter, will describe project accomplishments to date, any possible concerns or problems, and project impact. The American Indian Affairs office will provide technical assistance concerning report format and content. In addition, an evaluation of the entire project is due thirty days after the close of the grant. The evaluation will cover each goal area, describing the impact and successes of the project. The evaluation should include any supporting documents from other agencies.

G. FISCAL CONTROL AND AUDIT REQUIREMENTS:

Monthly statements of expenditure are required of all CSBG grantees/contractors. These statements of expenditure must be submitted by the 15th day following the end of the month for which the grantee is billing. The grantee must maintain an adequate accounting system to identify and support all expenditures billed. All grantees/contractors are required to submit audit reports according to the requirements of the Single Audit Act (OMB A-133 or A-128).

H. OTHER AGENCY REQUIREMENTS

Attachment A outlines contractor responsibilities, FIA responsibilities, and required general provisions of the CSBG contract.

I. DEADLINE FOR SUBMISSION OF PROPOSALS:

Proposals must be in the MDCR American Indian Affairs office by the close of business at 5:00 p.m. Thursday, June 15, 2000. Mail one original and eight copies to the following address:

Michigan Department of Civil Rights
American Indian Affairs Office
One Michigan Avenue Building, Ste. 803
120 N. Washington Square
Lansing, MI 48913

PHONE:(517) 241-9377

FAX:(517) 241-7520

PLEASE NOTE: If faxing the original, the faxed copy must be immediately followed by a hard copy of the original, and eight copies, either sent by mail or hand-delivered, to the address listed above.

J. CONTRACT PERIOD:

The contract period is October 1, 2000 through September 30, 2001. Contracts will begin on the date of the signed contract (or October 1, 2000, if the contract is signed prior to October 1, 2000) and extend through September 30, 2001. Any services delivered before the start date of the contract are not reimbursable.

K. AVAILABLE FUNDS FOR PROJECTS:

The total amount of funds available for this purpose for the period October 1, 2000 through September 30, 2001, is \$198,740. Grant awards will be made in the following amounts:

- 2 grants in the amount of \$60,000.
- 5 grants in the amount of \$15,748.

An organization may submit a proposal for both the \$60,000 award and the \$15,748 award. No organization, however, will receive both a \$60,000 award and a \$15,748 award. The \$60,000 grants will be selected first. If a grantee is selected for the \$60,000 grant, and the grantee also submitted a proposal for the \$15,748, the proposal for \$15,748 will be removed from the selection process.

II. CSBG PROPOSAL REQUIREMENTS:

The following information must be included in the proposal package:

A: Required Information, as listed below.

1. Project Title.
2. Legal name of the applicant.
3. Mailing address and street address, if different from mailing address.
4. Telephone number of the applicant (and fax number if available).
5. Project Coordinator's name, title, address, phone and fax number.
This is the person who is responsible for required block grant reports and correspondence for the applicant. This person will serve as the contact person for any matters related to the grant proposal and the grant (if awarded).
6. Name and title of the person authorized to sign the contract.
7. Federal I.D. number (FEIN).
8. Showing of compliance with the State Confirmation process and supporting documentation. If the organization is not currently a State Confirmed organization, they need to submit an application by June 15, 2000 to be eligible for consideration in this CSBG funding cycle. Federally Recognized Tribes are exempt from this process.
9. Geographic area to be served, and address(es) of location where services will be provided.
10. List of additional funding sources, and amounts, received by the organization.

B. Demonstration of applicant's fiscal capacity, as detailed below.

1. The account structure used by your organization (chart of accounts/general ledger accounts).
2. A cost allocation plan.
3. A copy of your organization's most recent audit, including a management letter or that section of the audit that addresses internal controls.
4. Name of chief fiscal officer or individual responsible for the accounting functions of the agency.
5. A description of any plans to contract for accounting services, including the name and address of the accounting firm.
6. A list identifying the applicant's financial institutions and separate bank accounts.

C: Narrative, including executive summary, analysis of need, goals and objectives, evaluation design, and total project cost (described below, in III, A-F, H).

D: Proposed Project Budget (described below, in III, G, and in attached form).

E: Statement of Intent (format described in III, J, below).

III. SEQUENCE OF PAGES AND NARRATIVES:

A. Title Page:

Provide the name of the organization, the Executive Director, the Project Director, and the corresponding address, phone and fax numbers; the amount of funds requested; date the proposal is submitted; and the exact period of time covered by the proposal.

B. Required Information:

See II,A, preceding page, for required information.

C. One Page Executive Summary of Project:

Provide a one page summary of key information about the project, including a short statement about the primary use of the funds and the need for the project. Indicate the main goal and objectives, the geographic area served, characteristics of the target population, duration of the project, and the total of any in-kind contribution.

D: Analysis of Need:

Describe the target area, population served, and nature and extent of the problem which you are addressing. Describe the number of low-income people potentially eligible to participate in the program activity and how you will determine that the people you serve meet the required income eligibility guidelines. Describe any priority system used for serving clients. The narrative should include documentation to support the need assessment, including statistics and other pertinent indicators to clearly define the scope of the proposed project. Use the most current data available. The use of another agency's needs assessment which may support your proposal is acceptable, providing it has been conducted in the past twelve months.

E. Goals and Objectives:

Clearly describe the goals and objectives of the proposed project and state them in measurable terms.

F. Evaluation Design for the Project:

Describe how the applicant, both during and after project implementation, will monitor the project to determine that objectives are being attained and the desired impact achieved. Describe how income eligibility will be documented. Describe the data that will be gathered, how it will be gathered, and who will gather it. State who will be doing the evaluation and describe the criteria for success.

G. The Proposed Project Budget:

Complete the attached budget packet (CM - 468ex). The actual cost method of reimbursement will be used for these contracts. Please note the description of allowable and allowable costs for each of the following budget line items: salaries, fringe benefits, occupancy, communication, supplies, equipment, transportation, contracted services, specific assistance to individuals and miscellaneous costs.

Grant funding may only be used for allowable costs. Allowable costs include the following categories (see budget packet for more detail):

1. Personnel Costs:

- Salaries and Wages
- Fringe Benefits (employers' share)
- Consultant and contract services including a description of the service and fee rate

2. Non-Personnel Costs:

- Travel, including number of miles, cost per mile and conference costs
- Space costs and rental (including square footage and cost per square foot)
- Supplies
- Rental, lease or purchase of any equipment including the manufacturer, model and description of items more than \$5000.
- Audit costs related to services provided under the contract
- Other costs

H. Total Project Costs:

1. Amount of Funding Request from CSBG
2. Amount of in-kind contribution, where available
3. Other funding used for the project, and source
4. Total Project costs

I. Demonstration of Organization's Fiscal Capacity:

See II, B, for items required to demonstrate fiscal capacity.

J. Statement of Intent:

Please type, sign and date the following statement, and include in the proposal package:

The bidder hereby assures that the Request for Proposal has been reviewed by the organization's governing body and the body has authorized submission of a proposal; that the person identified as "bidder's representative who is the authorized negotiator" has been authorized by the governing body to represent the organization for the purposes of the submission of a proposal and contract negotiation; and that the organization intends to provide services according to the information contained in this Request for proposal, if selected and funded to do so.

Further, the bidder acknowledges that the General Provisions have been read.

Signature of Organization President or Director

Date

Typed Name of Organization President or Director

IV. CSBG PROPOSAL SCORING:

A. Scoring Criteria:

The Michigan Department of Civil Rights uses the following criteria when reviewing and scoring the block grant proposals. The criteria listed are necessary to fulfill federal, state, and department requirements.

1. Statewide Impact:

Are the geographic area and population to be impacted by the special project clearly indicated? Are eligibility requirements, if applicable, clearly stated? What is the scope (in area and population) of the project? Is there a duplication of services with other projects in the same area?

2. Clearly Stated Goals:

Are the goals and objectives of the project clearly stated? Are the goals and objectives measurable? Are the goals identifiable and achievable? Do the goals and objectives match the funding guidelines?

3. Analysis of Need:

Is the target area, population served, and nature and extent of the problem clearly described? Does the target population meet income eligibility guidelines? Is the need clearly demonstrated? Does the evidence provided support the need? Is the evidence current?

4. Reduction in Poverty:

Will the services and activities of the project have a measurable impact on the causes and effects of poverty? How will the project determine eligibility for services?

5. Fostering Self-Sufficiency:

Do the stated goals and objectives help develop individual/group competency in providing adequate skills to maintain a life style with little or no dependency on other individuals or government agencies?

6. Justifiable Budget:

Is the budget adequate to carry out the proposed work? Are all costs allowable? Special attention will be focused on administrative cost related to the project. **Care** should be taken to provide a maximum of service with a minimum of overhead. The use of volunteers is encouraged.

7. Quarterly Reporting:

Has the applicant developed a method to ensure that timely reports are submitted?

8. Evaluation:

Are the evaluation procedures described sufficient to monitor the project to determine that the objectives are being attained and the desired impact achieved? Does the evaluation specify the criteria for success? How will evaluation data be used to implement change?

B. CSBG PROPOSAL SCORING SYSTEM:

The department will read and score the respective sections of the proposals for points in each category. A total of 110 points may be awarded.

1. Statewide Impact.....	20 Points
2. Clearly Stated Goals.....	10
3. Analysis of Need.....	10
4. Reducing Poverty.....	20
5. Fostering Self-Sufficiency.....	20
6. Justifiable Budget.....	15
7. Quarterly Reporting.....	5
8. Evaluation.....	10

Possible point total 110

V. CSBG Grant Award Process

Representatives of the MDCR, together with representatives of the FIA, will review and score the proposals submitted by the June 15, 2000 deadline. This group will determine the grantees whose proposals, as to price and other factors, show them to be qualified, responsible, and capable of performing the proposed work. The MDCR will then make written funding recommendations to the FIA, based on the scoring criteria. The FIA will contact the grantees and initiate the contract process.

Prior to the time the contract is issued, the bidder must provide proof of public liability insurance. A copy of the policy or a letter from your insurance company (on letterhead)

must be provided. If you currently do not have liability insurance, a letter from an insurance company (on letterhead) indicating the application for this insurance has been made may be submitted. However, proof of insurance must be provided prior to any contract being signed. If liability insurance cannot be obtained, you will be required to submit justification.

All proposals are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442)

For further information and technical assistance contact:

Donna L. Budnick

American Indian Affairs Specialist, MDCR

(517)241-9377

DB/ET/et
2R:PC

03/30/00